

Test Tips for CPA Candidates

Now that the computerized CPA Examination's first testing window is complete, the experience has shown there are some things CPA exam candidates need to know **before** they take the exam.

Exam Functionality and Navigation

- Be sure you are comfortable with the **use of a computer keyboard, mouse, and common word processing and spreadsheet functions**. Note, however, that the word processor and spreadsheet applications in the examination are NOT identical to Word™ or Excel™. Review the exam tutorial to understand the differences.
- **Take the tutorial and sample test** (several times, if necessary) before you take the exam. The tutorial and sample tests are available at www.cpa-exam.org.
- **Pay special attention to the software features that are unique to the CPA exam**, especially in the Authoritative Literature portion of the test. During the exam, read all directions carefully.
 - **History button** - use this to find the last page visited. (A “back” button is not available.) By clicking on History, you will be able to obtain a list of up to 20 last page visits, in reverse order.
 - **Copy/paste** – in the Authoritative Literature tab you can highlight, copy/paste only a block of text (NOT separate lines or words) at a time.
 - Only the copy icon in the Auth Lit window will copy/paste highlighted text. DO NOT use the icon in the main toolbar.
- In the tutorial, find specific copy and paste tips as follows:
 - For **AUDIT** simulation instructions, refer to *Review Letter Item Type*;
 - For **FAR** simulation instructions, refer to *Accounting and Reporting Item Type*;
 - For **REG** simulation instructions, refer to *Tax Citation Item Type*.

- **Search** - you will have to scroll down to view all topics returned by a search; if you spell words incorrectly, you will not receive any search results.
- **Calculator** - you will be able to enter numbers on the online calculator using the keyboard or the keypad with the NumLock feature turned on. Be sure you understand how to move the calculator on the screen.
- Remember that **the examination consists of several sections** (groups of multiple choice questions called testlets or simulations). You will be able to review questions within any testlet/simulation but you will NOT be able to go back to a testlet/simulation once you have exited from it.

Scheduling the Exam

- **When you receive your Notice to Schedule (NTS), check the accuracy of your name.** The same version of your name must appear on your application, the NTS, and on the identification (ID) you present at the testing center. If your name on the NTS not correct, contact your state board of accountancy at least 10 days before your test appointment.
- **Schedule through www.prometric.com/cpa.** This web site is available 24 hours a day and can also be used to cancel or reschedule appointments.
- **Schedule early.** It is recommended that you schedule 45 days in advance of your preferred test date.
- **The appointment time (on the schedule confirmation) is thirty minutes longer than your exam time** to allow you to complete the sign-in process and a survey. This time is independent of your exam. Completing these activities quickly will NOT give you extra time on the examination.

At the Test Center

- **Bring your NTS (Notice to Schedule) to the testing center! You cannot test without it.** Test Center Personnel are required to turn away CPA candidates who do not present a paper copy of this document.
- In addition to the NTS, **every candidate must bring a primary and secondary form of ID** with them to the Testing Center. An example of a primary ID is a valid state issued driver's license. An example of a secondary ID is a credit card. The spelling of the name on the primary ID must match the spelling on the NTS exactly letter for letter. A CPA candidate will not be allowed to test if their ID and NTS do not match.

Please see the CPA Examination Candidate Bulletin at www.cpa-exam.org for a list of valid forms of Primary and Secondary Identification.

- Arrive at least 30 minutes early and **be sure to have your Examination Password available** (it's provided on your **Notice to Schedule**) when you are seated at the workstation. You have a **limited amount of time** available to enter this information once you are seated.
- Be sure to **follow research problem directions**. (If you are having difficulty entering a response in the space provided, you may not be using the expected response format.)
- **Report any functionality problems to the Test Center Administrator (TCA)**. If possible, wait until the end of the session. If you encounter a problem in a simulation, be sure to **identify the TAB** in which it occurred.
- **Don't be distracted by any issue as long as you are able to continue testing**. For example, if your responses do not generate the expected result, be sure to read the directions and continue testing. Report this matter to the TCA at the end of the session so that a report can be filed. The system will verify that your responses are recorded.
- **Keep the Confirmation of Attendance form you receive after the exam**. This not only verifies you took the exam, but contains contact information about reporting any concerns, complaints, or questions about the exam.

For additional tips or exam information go to www.cpa-exam.org, or check the *Uniform CPA Examination Candidate Bulletin*.